

**Microsoft® PowerPoint® 2010, Project 1**

**Project Overview**

In this project, students will explore and describe the Microsoft® PowerPoint® 2010 window and create a new blank presentation.

**Project Goals**

The goal of this Project is to help students explore and describe the PowerPoint 2010 window, and create a new blank presentation. Students will save the presentation, edit the presentation, and properly exit the program.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Start Microsoft PowerPoint 2010
* Explore the PowerPoint window
* Create a new blank presentation
* Navigate a presentation
* Change text in the Outline/Slides pane
* Reverse one or more actions
* Change and add text in the slide pane
* Change presentation views
* Save a presentation



**Student Assignment:**

A classmate is helping you learn to do your first Microsoft® PowerPoint® 2010 presentation. You want create a presentation for your literature class about one of your favorite fiction authors, James Patterson.

Create a presentation based upon your research of this famous author.

1. Open PowerPoint 2010
2. Title slide 1:
   1. Heading *Who is James Patterson?*
   2. Subheading *your name*
3. Slide 2 (bulleted list) Title: *About the man. . .*
   1. *Born March 22, 1947*
   2. *Master’s Degree from Vanderbilt University*
   3. *Retired from Advertising in 1985 to pursue writing*
   4. *Writer of American thriller novels*
   5. *Lives in Palm Beach, Florida*
4. Slide 3 (bulleted list) Title: *Popular novel series such as. . .*
   1. *Alex Cross series*
   2. *Maximum Ride series*
   3. *Women’s Murder Club series*
   4. *Michael Bennett series*
   5. *Jack Morgan series*
   6. *Daniel X series*
   7. *Witch and Wizard series*
5. Slide 4 Title: *Awards include. . .* 
   1. *Edgar Award*
   2. *BCA Mystery Guild’s Thriller of the Year*
   3. *The International Thriller of the Year award*
   4. *Children’s Choice Book Award for Author of the Year*
6. Slide 5 Title: Coauthors include. . .
   1. *Maxine Paetro*
   2. *Andrew Gross*
   3. *Peter De Jonge*
7. Slide 6: (line 1) *Thank you!*
   * 1. (line 2) Any *Questions?*
8. Save the presentation as Project1\_complete in the PowerPoint folder on your storage device.
9. Close the presentation and PowerPoint.